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**CITY OF HUDSON
PUBLIC WORKS COMMITTEE AGENDA
CITY HALL COUNCIL CHAMBERS
505 THIRD STREET, HUDSON, WISCONSIN
Tuesday, October 1, 2019 – 6:00 p.m.**

1. Consideration of Public Works Committee Meeting Minutes – September 26, 2019
2. Public Comments
3. Unfinished Business
(Consideration and action on items postponed or referred to in a previous meeting)
4. New Business
(Action on newly introduced motions, ordinances, resolutions, or other matters)
 - a.) Discussion on Refuse/Recycling 5-year Contract
 - b.) Discussion on Memorial Policy
 - c.) 2020 Public Works Operating budget
 - d.) 2020 Stormwater Utility budget
5. Project Update: Public Works
 - a.) Vine Street Improvement Project
 - b.) Street Light Replacement Project
 - c.) Storm Sewer Repair Project
 - d.) City Hall Window Replacement
6. Items for Future Agendas.
7. Adjournment.

Jim Webber
Chairman

Posted in City Hall lobbies and on city website www.ci.hudson.wi.us on 9-23-2019

Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
AUGUST 26 2019

MEMBERS PRESENT Jim Webber, Paul Deziel

ABSENT Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz, Dave Schofield, Marion Webber and others.

Roll call taken. Chairman Webber called the meeting to order at 5:00 p.m.

PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION BY Deziel, second by Webber to approve the July 22, 2019, 2019 Public Works Committee meeting minutes. MOTION CARRIED.

PUBLIC COMMENT None

UNFINISHED BUSINESS:

PRESENTATION BY SHE ON THE SIDEWALK INVENTORY AND PEDESTRIAN RAMP ASSESSMENT Dave Schofield, SEH, presented the findings for the Sidewalk inventory and pedestrian ramp assessments.

Schofield stated the sidewalk inventory identifies deficiencies based on trip hazard, cross slope, gaps, steps, downslopes, undesirable widths of three to five feet. He commented that deficiencies are normally a result of weather, snow and ice removal equipment and materials used for deicing and tree roots. Overall, the visual inspection of sidewalks resulted in nearly 94% of the sidewalks with deficiencies, primarily trip hazards.

Schofield stated several ways of correcting the deficiencies include spot treatments by grinding or mud jacking the trip hazard. He also stated that replacement of the sidewalk panel can be done to isolate the severe trip hazards but recommends reconstruction of full block length segments as most effective.

Schofield stated a visual inspection was also performed on pedestrian ramps that identifies ramp conditions based on ADA standards. Noted the evaluation of the ramps were prioritized by whether they met the ADA conformance standards for slope, width, warning fields, lack of curb cuts and other obstacles. Overall, the results noted nearly 57% of the curb ramps have at least one deficiency.

Mroz stated the sidewalk inventory will be used as a tool for future planning purposes and budgeting. He noted the annual capital improvement fund for sidewalk, curb and gutter improvements has been \$75,000. The overall Committee agreed.

INITIATE IMPACT FEES ON NEW DEVELOPMENT FOR TRANSPORTATION NEEDS Mroz stated the Water Utility has begun working with a firm, Trilogy Consulting Services, on their existing impact fee structure for water and sewer connections. Noted currently there is a fee charged to new residential and commercial development.

Mroz stated Trilogy Consulting Services has provided a cost of \$3682.39 to initiate a study towards the creation of a transportation impact fee. Noted currently the city does not collect a transportation fee but explained the fee could then be used for bike and pedestrian trails/facilities.

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
AUGUST 26 2019

MOTION by Deziel, second by Webber to recommend approve the authorization to proceed with the Transportation Impact Fee Study with Trilogy Consultants in the amount of \$3,682.39.
MOTION CARRIED.

NEW BUSINESS:

DISCUSSION ON FALL LEAF COLLECTION Mroz provided information on the current yard waste pickup program and the information posted on the St Croix County recycling webpage. Deziel questioned whether a compost drop off site has been considered and suggested the County provide information on plans for a compost site.

DISCUSSION ON CAPITAL IMPROVEMENT PLANNING FOR STREET REPAIRS Mroz presented information on the pavement analysis tool through the WISLR road rating program. He explained roads are rated between 1-10 with 1-2 being a full reconstruction, 3-4's being mill and overlay projects and 5+ are basic road maintenance treatments such as seal coating and crack filling. Mroz stated currently the capital improvement budgets \$230,000 for maintenance and \$400,000 for mill and overlay projects.

PROJECT UPDATES

2019 STREET MAINTENANCE Mroz stated the GSB application has been completed in Hudson Meadows and Heritage Greens. The crack filling of various other streets has also been completed.

WLANUT STREET BRIDGE REPAIRS Mroz stated the high water levels have delayed the completion of the project.

VINE STREET IMPROVEMENT PROJECT Mroz stated the street painting is complete and final punch list items are in progress

HEGGEN STREET TRAIL Mroz stated the project is complete

STREET LIGHT REPLACEMENT PROJECT Mroz stated the contracts are in place for the installation. Noted we are waiting on the materials to be delivered

STORM SEWER REPAIR PROJECT Mroz stated work has started on the storm sewer improvements. Noted Chestnut Drive will be done first.

COULEE ROAD RETAINING WALL Mroz stated the sidewalk is completed and the wall is nearing completion

CITY HALL WINDOW REPLACEMENT Mroz stated the project is expected to start late September

LOE-11TH STREET BRIDGE EXPANTION STUDY Mroz stated the Letter of Engagement has been approved

LOE – VINE STREET SAFETY/PRELIMINARY OPTIONS Mroz stated the Letter of Engagement has been approved

LOE-CARMICHAEL ROAD CONCEPT PLAN – VINE STREET TO COULEE ROAD Mroz stated the Letter of Engagement has been approved

ITEMS FOR FUTURE AGENDAS None

MOTION by Deziel, second by Webber to adjourn the meeting. 6:55 p.m. MOTION CARRIED.
Submitted by,

Deb Andrews
Secretary



Michael Mroz
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TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: September 24, 2019

SUBJECT: Discussion on the Memorial Policy

BACKGROUND: The Memorial policy was adopted in 2009 to provide guidance to staff and recommendations from the Boards to allow the placement of a memorial on public property.

Attached is the existing policy for review.

FUNDING SOURCE: N/A

ACTION REQUESTED: To recommend a form be created to provide for applicants to use who want to place a memorial or any other structure on public property.

CITY OF HUDSON
POLICY FOR PLACING MEMORIALS ON PUBLIC PROPERTY
(Approved 5/4/09)

1. Summary of Policy

- 1.1. The purpose of this policy is to establish guidelines for placement and maintenance of memorials on public property owned or controlled by the City of Hudson. The purpose of these guidelines is to preserve and enhance the appearance of City parks, parkways, recreational facilities and conservancy areas within the City. This policy shall apply to all grounds, structures and watercourses which are or may be located within any area dedicated to the public use as a park parkway, recreation facility, walking trail or conservancy area in the City of Hudson.
- 1.2. Memorials can include fountains, statues, monuments, sculptures, plaques, murals, public artworks, plants, trees, benches, park or playground equipment, pavilions, or other similar structures. The subject for memorials shall be limited to a person, group, organization or event that is significant to the City of Hudson community and is not currently memorialized. Applications for memorials must be able to demonstrate community support. The proposed memorial must be aesthetically complimentary to its proposed surroundings. Wording on memorials containing plaques must meet specific wording criteria approved by the City Council.

2. Approval Criteria for Memorials

- 2.1 All memorials must be significant to the Hudson community. In determining significance to the community, the City will consider the extent to which the memorial serves the following objectives:
- a. Protects, enhances, or perpetuates sites which represent or reflect elements of the City of Hudson's cultural, social, economic, political and architectural history;
 - b. Safeguards the City of Hudson's historic, geographic, cultural heritage;
 - c. Fosters civic pride in the notable accomplishments of Hudson residents, or Hudson organizations/groups with longstanding ties to the community;
 - d. Protects and enhances the City of Hudson's attractions to residents,
 - e. tourists and visitors;
 - e. Enhances the visual and aesthetic character of Hudson.
- 2.2 Proponents for a memorial will be responsible for all costs, planning and design requirements associated with the construction and placement of the memorial.

2.3 A memorial must convey the historical, cultural, or geographic significance to the Hudson community of the person, group, organization or event being commemorated, and must be aesthetically complementary to the proposed surroundings. Memorials commemorating the death of private individuals (including domestic pets and animals) are not permitted on city property.

2.4 Wording on memorials must be approved by the City before construction. Text should be brief and avoid use of jargon or acronyms. Text should be well researched from a wide range of authoritative sources and be verified by a qualified historian. Acknowledgement of artists that have been engaged in the design and construction of the project is to be included on the memorial in accordance copyright law.

2.5 Proponents should propose one, and if possible two, preferred sites that have relevance to the person, group, organization or event being commemorated for placement of the memorial. The Common Council shall make the final decision on location after review and recommendation of the Park Board (if the memorial is proposed for a park) and the Plan Commission. Factors to consider regarding location include, but are not limited to, the subject of the memorial, the relevant theme of the park or other location, and the City plans for the proposed location.

3. Ownership, Installation, Maintenance & Removal of Memorials

3.1 Memorials shall be owned by the City, but installation, including costs, shall be the responsibility of the donor. Plans and specifications for installation must be approved by the City. The donor will be required to maintain liability insurance during the construction period for a memorial. Donated items that become damaged, vandalized or can no longer be repaired will be removed. If the memorial is removed, the City will make best efforts to notify the donating party by letter, and, if possible, return the memorial to the donating party of record.

3.2 Plant memorials will be maintained by the City.

3.3 Generally, memorials will be re-evaluated by the City of Hudson after ten (10) years to determine their enduring commemorative value.

3.4 Generally, it is expected that a memorial will be in place at the designated site for a period of at least ten (10) years from the time of installation, however the City reserves the right to remove the memorial before ten years. Situations in which a memorial may be removed include, but are not limited to:

- A. The area in which the item is sited is to be redeveloped;
- B. Use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site; or
- C. The structure or support on which the item is located is to be removed or permanently altered.

3.5 Generally the City shall maintain the memorial. However, in some situations the City and the donor may agree in writing to have the donor maintain the memorial. In those cases the donor will be responsible for the cost of maintenance. The City reserves the right to remove any memorial which is not maintained to the agreed level,

interferes with normal maintenance, or is deemed as a safety or health risk. Costs will be borne by the proponent.

3.6 The City of Hudson will consider requests to replace existing memorials that have been damaged or otherwise degraded. Replacements shall conform to current design specifications and guidelines.

4. Application Procedures

4.1 Written applications for all memorials should be sent to:

City Administrator
City of Hudson
505 Third Street
Hudson, WI 54016

4.2 Proposals for memorials will be reviewed by:

- a. Hudson Park Board (if proposal involves City Park property)
- b. City of Hudson Plan Commission for recommendation on location
- c. City Attorney
- d. Common Council

4.3 Applications for all memorials must be accompanied by the following information:

- a. type of memorial;
- b. size and dimensions of memorial;
- b. proposed location of memorial, site plan drawings, and elevation drawings or perspective drawings from at least two directions;
- c. the text and diagrams for any plaque or engraving;
- d. a brief description of the significance to the Hudson community of the person, group, organization or event to be commemorated; and
- e. documentation of community support.

5. Policy Review

This policy replaces all previous policies, guidelines or approval procedures relating to installing and maintaining memorials on city owned or controlled property in the City of Hudson. Existence of a memorial does not establish a precedent for future approvals. The City may revise this Policy as City staff, Park Board, or Council deem necessary.



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TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: September 27, 2019

SUBJECT: Discussion on the 2020 Public Works Operating Budget

BACKGROUND:

Staff will present the 2020 Public Works Operating Budget to the Committee for review and recommendations. See attached narrative.

ACTION REQUESTED: Following discussion and possible changes, staff recommends approval of the Public Works Operating budget.



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2020 Public Works Proposed Budget Highlights

PART TIME PERSONNEL (no change from 2019)

30-32 Part time staff included for the following seasonal positions:

Summer

- Mowing operations
- Gardeners
- Boat Launch
- Watering Baskets, Gardens & Trees
- Lifeguards
- Shade Tree Laborer

Winter

- Snow Shoveling
- Ice Rink

PUBLIC WORKS – OPERATING BUDGET

City Hall

- 51600.222-221 – Utilities-Water and Sewer
 - Increased \$300 to reflect expenditures in 2019
- 51600.225 – Telephone
 - Decreased \$400 to reflect expenses in 2017 and 2018
- 51600.247 – Service Repair Buildings
 - Increased \$10,000 to remove cupola and repair was damage
- 51600.344 – Janitorial Supplies
 - Increased \$1,200 to reflect expenses in 2017 and 2018

West Garage

- 53275.224 - Utilities-Gas
 - Increased \$1,500 due to lack of used oil being dropped off at the shops. Have to use gas to supplement heat. We have enough to heat in December and January.

East Garage

- 53270.224 - Utilities-Gas
 - Increased \$1,000 due to lack of used oil being dropped off at the shops. Have to use gas to supplement heat. We have enough to heat in December and January.

Street Maintenance

- 53300.299 – Other Contracted Services
 - Increased \$5,000 to contract out more weed control services

- 53300.363 – Roadway Supplies/Signs
 - Increased \$5,000 to cover expenses related to street painting. Staff can paint 50% of the City with the new striping unit, increasing the amount of paint used. They had to stop painting the first week of August because the funds were all used. Newly budgeted amount will put painting of crosswalks and curbs on two-year cycle.
- 53300.454 – Ice Control Chemicals
 - Increased \$25,000 as the state salt contract increased from \$67.54 per ton in 2018-2019 to \$71.59 per ton in 2019-2020. The City contract 1600 tons of salt each season with a reserve of 320 tons. The total cost for the contracted amount is \$114,544.00. for a toto cover expenses related to spray patching in 2018. The department was overbudget by \$7,900 as of 9/6/18. Focusing our resources on bigger street projects has left ancillary streets in poor conditions requiring more spray patching.

Shade Tree

- 56110.298 – Emerald Ash Borer
 - Increased \$6,000 to cover the cost of treating 40 Ash trees via chemical injection on our Boulevards that were originally done in 2017. The City is treating 120 Ash trees in total, 10% of the public Ash tree population. They are on a 3-year cycle or 40 trees per year.

Total operating budget increase of 8%
****Not to including wages***

FIRST STREET BUILDING

No changes from 2019.

WARD AVENUE BUILDING

With Parks Operations moving out of the Buckeye Garage and into the West Ward Avenue building there will be adjustments to the operating budget to reflect this change.

- 51610.221 – Utilities – Water and Sewer
 - Increased \$300
- 51610.224 – Utilities – Gas
 - Increased \$2,000
- 51610.247 – Service Repair Buildings
 - Increased \$3,000 to inspect, repair and clean air exchange units, which have no record of being done.

○ ***Total operating budget increase of 62%***

RECYCLING

No changes from 2019.



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TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: September 27, 2019

SUBJECT: Discussion on the 2020 Stormwater Utility Operating Budget

BACKGROUND:

Staff will present the 2020 Stormwater Utility Operating Budget to the Committee for review and recommendations. See attached narrative.

ACTION REQUESTED: Following discussion and possible changes, staff recommends approval of the Stormwater Utility Operating budget.



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2020 Storm Water Utility & MS4 Proposed Budget Highlights

Personnel

- ***Proposed addition of 1 PTE – 900 Hours (100% Storm Water Utility; Street Sweeping)***
 - In 2019 the City had a full-time employee perform the street sweeping responsibilities. This decision had a trickle-down effect on the other storm water work that was scheduled to be completed this year. Only a third of the pipe and concrete line items were spent because we did not have enough field staff. Our storm water inspector is having to spend time meeting the new MS4 requirements so his time has also been taken off projects he would typically perform in the past. In an attempt to free up a full-time employee and put their skills to better use, I am suggesting the City budget for a Part-Time employee to take over all sweeping job responsibilities.

Street Sweepings

- Decreased 53441.296 \$5,000 – Refuse Services
 - All area landfills will not accept street sweepings; therefore, the fund is not needed.
- Increased 53441.299; \$2,000 – Other Contracted Services
 - Sweepings pile needs to be tested for contaminants and an exemption must be applied for in order to utilize the material as fill
- Increased 53441.353; \$2,000 – Supplies-Mach & EQ parts
 - With the purchase of the used vac trailer, there needs to be an adjustment to maintain both the sweeper and the trailer to reflect expenditures in 2019.

Collection System Maintenance

- Decreased 53442.215; \$8,000 – Engineering
 - The newly hired engineer will help alleviate some of the costs the City has had to pay for over the last 2 years.
- Increased 53442.299; \$2,000 – Other contracted Services
 - The increase will allow the City to hire the County or a private company to perform more pond clearing to come into compliance with the MS4 requirements.

Administration

- Decreased 53442.215; \$2,000 – Engineering
 - The newly hired engineer will help alleviate some of the costs the City has had to pay for over the last 2 years.

REVENUES

The City of Hudson current rates for one storm water Residential Equivalency Unit (REU) is \$12.00 per quarter. Projected revenues in 2019 is \$595,960.